

**Arizona Statewide Interoperability Executive Committee
Summary of Minutes
April 22, 2008**

Voting Members Present:

Paul Wilson, Captain, Pima County Sheriff's Office (Co-Chair)
Mark Venuti, Director, Guardian Medical Transport (Co-Chair)
Ken Leighton-Boster, Chief, Arizona Department of Health Services
Scott Tillman, Supervising Telecom Engineer, Arizona Department of Public Safety
Pete Weaver, Emergency Manager/LEPC Coordinator, Pinal County

Voting Members Absent:

None.

PSCC Support Office Attendees:

Jeff Miner, Project Manager, Public Safety Communications Commission
Wayne Kincheloe, Engineer II, Public Safety Communications Commission
Renee Larson, Administrative Services Officer, Public Safety Communications Commission
Evelyn Jablonski, Executive Assistant, Public Safety Communications Commission

Call to Order, Introductions and Roll Call

The meeting was called to order at 10:00 am by Co-Chair Paul Wilson. All members were present.

Approval of Minutes from January 22, 2008

Co-Chair Wilson called for a motion for approval of the January 22, 2008 minutes. Co-Chair Mark Venuti motioned to approve and Mr. Scott Tillman seconded. Motion was carried unanimously.

Recognition of Statewide Interoperability Executive Committee (SIEC) Member Activities

Co-Chair Wilson congratulated Co-Chair Venuti on behalf of the SIEC committee as the recipient of the James O. Page/JEMS Leadership Award. The Mayor of Flagstaff designated March 17, 2008 as Mark Venuti Day for Mr. Venuti's continued demonstration of outstanding leadership and achievements in the areas pertaining to statewide emergency medical services and systems as well as various other positions of leadership and dedicated service.

Joint Coordination Efforts of Interoperability Channel Planning in the 700 MHz and 800 MHz Bands

Mr. Greg Wilkinson advised in the interest of reducing the number of meetings and travel time, a proposal to combine the 700 and 800 Regional Planning Committees (RPCs) together with the Statewide Interoperability Executive Committee (SIEC) for the benefit of conducting the meetings of these three groups as one meeting was discussed. The first meeting is being proposed the morning of July 15 in Flagstaff to engage in initial discussions to combine the groups' efforts and capitalizing on the benefits of conducting these meetings jointly. It was

suggested the SIEC and RPC groups could meet every other month on the same days that the Public Safety Communications Commission holds its meetings since the same people attend both.

Additional discussion focused on the PSCC Support Office researching the feasibility and authorization to combine these groups/efforts (700/800 RPC and SIEC), before the July 15 meeting, and would this action be allowed as per the Federal Communications Commission (FCC) rules or whomever that appropriate authority would be. Other questions posed were 1) would the RPC and SIEC functions need to be kept separate of each other, 2) are these proposed changes allowed under the PSCC/SIEC charter to merge the groups together, 3) who would take over the RPC support and channel management issues, and 4) are we suggesting a transfer of responsibility of the RPC voluntary functions to the PSCC Support Office and are they able and willing to commit their support and resources to this endeavor? Co Chair Wilson asked if the PSCC staff could research and be able to provide some answers at the July 15 meeting. Mr. Jeff Miner agreed we could research.

Mr. Wilkinson also reported on various interoperability efforts/progress being made in Yuma with the Customs Border Patrol, Imperial Valley and San Diego County, possible development of a “river zone” with California and Yuma sites along the Colorado River, as well as initial discussions taking place with Riverside County which would present an opportunity for additional interoperability for Yuma.

Co-Chair Wilson complimented Mr. Wilkinson, City of Yuma and Yuma County for their demonstrated leadership in obtaining interoperability with not only their local partners but also with federal and adjoining state partners.

Phoenix Area Tactical Interoperable Communications Plan (TICP) Briefing

Mr. Jesse Cooper, City of Phoenix, gave a brief history of the Phoenix Tactical Interoperable Communications Plan (TICP) including plan and implementation requirements, validation exercise, and areas for improvement as noted in their scorecard. An area referenced for improvement was the overall Incident Command System (ICS) structure.

He reported an after-action report has been issued and is available to those would like a copy. Phoenix was noted for some best practices and was recognized in the national after-action report.

Alignment with Arizona’s Statewide Communications Interoperability Plan (SCIP) was discussed with a focus on achieving the different elements of the SAFECOM Interoperability Continuum, the plan’s support of the SCIP’s long-term goals and objectives, and the all hazards Communications Unit Leader training. Co-Chair Wilson reported based on the SCIP’s final peer review feedback Tucson was being strongly encouraged to develop their TICP plan. Mr. Cooper wasn’t aware of any specific requirement from last fiscal year or a future fiscal year funding for newly designated urban areas to develop a TICP.

Mr. Cooper stated if anyone had questions regarding the TICP or guidance on how to get started with one to contact him or Captain Mike Worrell and they could offer their assistance.

Inventory of Interoperable Systems, Resources and Tools in Arizona

Mr. Cooper briefed the Committee on the use, benefits, access to preformatted reports, and the use of a “what if” feature of the Communications Asset Survey Mapping (CASM) tool which Arizona has obtained statewide access. The two components of this tool, asset survey and mapping, allows you to enter public safety communications interoperability data (type of system and radios used, available talk groups, console patches, 24/7 dispatch info, etc.) into a database and then displays this information on a map for interoperability analysis. However, the output of this information can only be as good as the data being entered and being kept current.

The other benefits of this tool enable you to assess your interoperability strengths and weaknesses, provides mapping features (needs vs. ability), the ability to access some graphs or interactive charts, importing of data, a help and online tutorial feature, and possibly an off-line use feature for sometime in the future.

Mr. Cooper indicated an initial training session was conducted with several different agency personnel with additional online training taking place once new participants are identified. He advised specific people have been granted permission to manipulate data for the entire state while others have only been granted permission to input or view data for their jurisdiction/agency. He expressed one of the challenges being faced is reaching out to the rural jurisdictions to obtain their information for input and to also identify participants in those areas to enter data for their jurisdiction or agency once they have completed training.

The following suggestions were made to recruit an individual(s) from the local emergency planning committees (LEPCs), or the county emergency managers could designate a contact, or utilizing the regions to identify a region administrator so those people could be granted permission to enter/manipulate data in CASM. Another option raised was the possibility of utilizing grant funding to hire someone to collect information for a particular region, enter it into CASM, train a person from that region to take over data entry and maintenance of information, and then move onto the next region. It was mentioned that California has dedicated a person solely to the maintenance of their CASM system.

Co-Chair Wilson felt the CASM system is a very useful tool and expressed the need to move this forward; however, the desire to provide appropriate resources to this endeavor is needed to ensure it is successful. Mr. Cooper advised he would be discussing this topic at the Public Safety Communications Commission meeting and was looking to receive some momentum from the Commission to further its purpose.

Current and Proposed Arizona Interagency Radio System (AIRS) Configurations and Supporting Technical and User’s Documentation

Mr. Tillman created an Arizona Interagency Radio System (AIRS) regional radio coverage map for the state to more accurately depict radio coverage for any given region. This was prompted by discussion at the January SIEC meeting reference portions of western Pima (i.e., Childs Mountain), Yuma and Yavapai County having different tone assignments than their county location. Current radio tone assignment maps being displayed on the website did not accurately depict the actual radio coverage for those regions versus the current assignment of those tones.

Mr. Tillman reported the current tone assignments were driven by historic concerns from participating counties upon the initial rollout of the Arizona Interagency Radio System which resulted in the difference. Changes to the tone assignments can easily be made if the user community desires.

A motion was made by Co-Chair Wilson to add/change the state map as shown to the SIEC members at the meeting and post it to the PSCC website. Co-Chair Venuti seconded the motion and it passed unanimously. Further discussion clarified that only the state map, not the regional maps, shown at the meeting would be posted to the website.

Mr. Dan Wills questioned the possibility of allowing DPS to keep the map up to date based on site additions and changes as they were completed without having to approve by means of a motion. Co-Chair Wilson agreed and Mr. Tillman stated he would update as coverage changed or was added to reflect the additional radio coverage.

Mr. Jon Huish requested a map reflecting which sites have the statewide versus regional tone assignment. Mr. Tillman indicated he would create a tentative map depicting that information and Co-Chair Wilson advised we would agendaize this topic for the July meeting.

Arizona's Approved Statewide Communications Interoperability Plan (SCIP)

Co-Chair Wilson briefed the Committee on specific recommendations and strengths from the final Statewide Communications Interoperability Plan review feedback. Some of the recommendations noted were in the format of the plan, a grammatical correction, definition and explanation of AIRS needed, TICP plan development for Pima County, and involvement of more non-governmental organizations (NGOs) in the planning aspect were brought out. Strengths were noted in many different sections of the SCIP. The committee members felt the overall feedback was generally very positive and it was good to see that we passed.

Date – Time – Location of Next Meeting

July 15, 2008, 9:00 a.m.
Flagstaff City Hall
211 West Aspen Avenue
Flagstaff, AZ

Call to the Public

Mr. Wills recommended a spectrum management group be created within the SIEC to not only review the 700/800 frequencies but to also deal with spectrum management issues below 512 MHz since most of the counties will remain at 512 MHz.

Recommendations for Future Meetings

Mr. Wills suggested the Communications Unit Leader (COML) training program should be agendaized for the next meeting.

Co-Chair Venuti recommended placing the AIRS training status on the next agenda to discuss delivery and training method.

Follow up will be done by the PSCC Support Staff for an earlier meet time for the morning of our July meeting to be able to accommodate the SIEC and 700/800 RPC meeting groups.

Adjournment

Co-Chair Wilson called for a motion to adjourn. A first and second motion was made by committee members and motion was unanimously carried. Meeting adjourned at 11:20 am.